Page Name	Navigation
Add Transactions	Project Costing>Transaction Definitions>Add Transactions

- Enter "ALL" in the **Analysis Group** field in order to search for Analysis Types under the Project Transactions section

- Enter the **Analysis Type**, **Source Amount**, and any other transaction related information
  - **Note:** Entering an Analysis Type of ACT will generate a BIL row. To view Analysis Types that will not generate a BIL row refer to the "Direct Entry into PROJ_RESOURCE" Job Aid
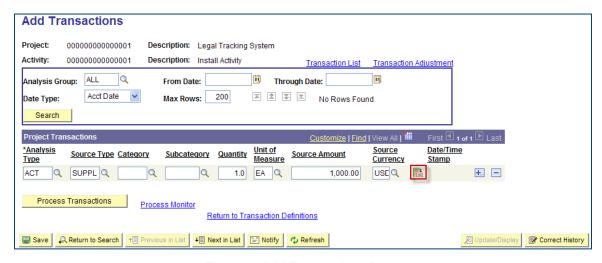

Figure 1. Add Transactions Page

- Click the **Activity Definition** button

- Enter valid chartfield string including; **Account, Fund Code, Department, Program, and Budget Unit**

- Click the **Process Transactions** button

- Choose the **Process Monitor** link

Figure 2. Transaction Detail Page

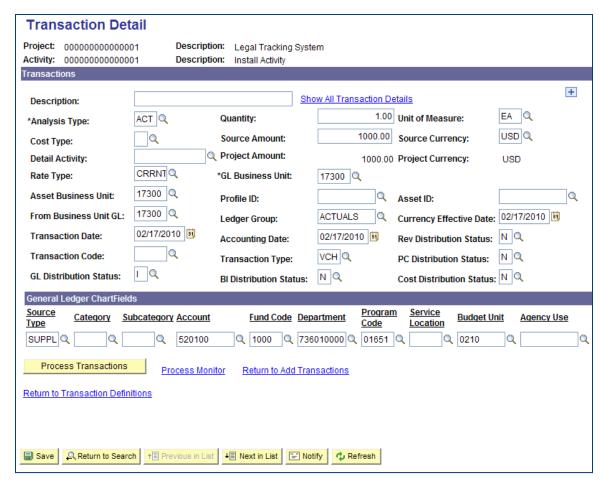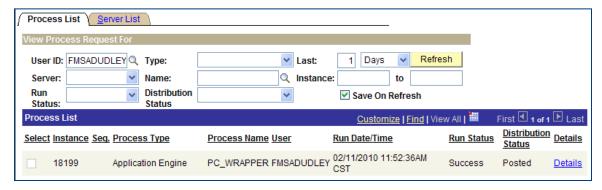- Once the **Run Status/Distribution Status** is **Success/Posted,** the transaction is posted

Figure 3. Process Monitor Page